

**PEDESTRIAN ISSUES IN WORK ZONES**  
**TECHNICAL GROUP MEETING MINUTES**  
**July 11, 2008**

The technical group met for the last meeting on July 9, 2008 at 2 PM in the Traffic Control Conference Room, with the following in attendance:

**Attendees**

Joseph Ishak, PE - Chair  
Jay Bennett, PE  
Karen Capps, PE  
Tris Ford  
Bucky Galloway, PE  
Jennifer Portanova, PE  
Keith Raulston, PE  
Walt Thompson

**Representing**

Work Zone Traffic Control Unit  
Roadway Design Unit  
PDEA  
PDEA - Public Involvement & Community Studies  
Traffic Engineering Branch  
Work Zone Traffic Control Unit  
Division 9 Construction  
ADA Coordinator

The meeting served as the final committee meeting for the group. The purpose of the final meeting was to update the committee on the interim procedures, discuss how each unit has been affected since the implementation of the Guide, discuss the education plan, and update the recommended changes list. The following includes the discussion and decisions made during the meeting:

**Interim Procedures**

As awareness about the issue increased, Community Studies received many request for pedestrian surveys. A group met on June 4, 2008 to develop interim procedures for project late in the planning or design phase. The committee decided to make a few changes to the initial interim procedures for clarification and discussed how to implement these procedures. It was decided that Stuart Bourne would send a memo to all units with the interim procedures.

**Effects of Implementation**

Most of the units represented in the committee have not experienced any effects of the new Guide. The WZTCU has experienced some problems with not providing the contractor enough detail in the traffic control plans on how to accommodate pedestrian issues. As a result, the WZTCU has decided to provide more detailed plans for the contractor to follow and have made the industry aware at the last AGC meeting.

**Education Plan**

➤ ***Workshop***

A meeting was held on June 26, 2008 to plan the workshop for planners and designers. Four workshops will be held in November at the New Hope Center. PDEA and Traffic Engineering modified the number of attendees to 50 and 30, respectively. It was decided to maintain a waitlist to determine if a 5<sup>th</sup> session is needed in early 2009.

➤ ***ATSSA "Show and Tell"***

In the fall, ATSSA will be hosting an event that provides vendors an opportunity to demonstrate ADA friendly traffic devices in North Carolina. Disabled pedestrians will be needed to test the devices. Joseph is coordinating with Sharon Smith, Division of Service for the Blind, to get blind participants at the event. This will be the 2<sup>nd</sup> event of its kind in the nation.

➤ ***ADA Functionality Working Group***

Joseph Ishak, Walt Thompson, and Jeff Cox are participating on the ADA Functionality Working Group with the TMT.

➤ ***Conferences***

The committee will present the topic at the MPO, NCSITE, Traffic Engineering, ACEC/DOT conferences.

**Recommended Changes Update (by item number)**

1. Joseph will confirm that item has been completed.
2. Karen Capps' name will replace Jennifer Evans. Karen will set up a meeting to discuss final procedures for PDEA.
3. Item is completed.
4. Item in progress with Don Lee.
5. Item will be handled through the Workshop.
6. Item is completed and will be discussed at the Traffic Engineering Conference.
7. No change.
8. Item is on hold and will be addressed through the Pedestrian Task Force listed in item 9. Jay Bennett's name will replace Mitch Hendee and committee contact.
9. No change.
10. Item completed.

An updated Recommended Changes document is attached to the meeting minutes.

**RECOMMENDED CHANGES TO BETTER ADDRESS TEMPORARY PEDESTRIAN IMPACTS**  
Updated July 2008

<b>Action Items</b>	<b>Responsible Unit</b>	<b>Committee Contact</b>	<b>Status</b>
1. Add a bullet in the Feasibility Studies Unit Scoping Procedures to Flag Pedestrian Issues	Feasibility Studies Unit	Joseph Ishak	Completed
2. Review existing procedures and develop a new procedure to address temporary pedestrian accommodations in the project development process	PDEA	<b>Karen Capps</b>	In progress
3. Review and revise Community Studies Community Characteristics Report (CCR) and Community Impact Assessment (CIA) guidance procedures and the CIA site visit checklist structure, where it is deemed to be necessary.	PDEA	Tris Ford	<b>Completed</b>
4. Revise Minimum Criteria Checklists	Roadside Environmental	<b>Karen Capps</b>	In progress
5. Arrange training ADA/504 Training for PDEA staff	ADA Coordinator	Walt Thompson	TBD
6. Revise signal recommendation letter	Traffic Engineering Branch	Bucky Galloway	Completed
7. Add question in Combined Field Inspection, Final Design Field Inspection, and Pre-Let Field Inspection Checklist	Roadway Design Unit	Jay Bennett	Completed
8. Revise Chapter 28, Sidewalks, Pedestrian Policy Guidelines, of the Policy and Procedure Manual	Alternative Delivery Unit	<b>Jay Bennett</b>	<b>On hold</b>
9. Pedestrian Policy Task Force will integrate work zone issues	Pedestrian Task Force	Jeff Cox	TBD
10. Review encroachment agreement to possibly include language to better address temporary pedestrian impacts	State Road Maintenance Unit	Ron Hancock Joseph Ishak	<b>Completed</b>